

DIR-8581



UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D.C. 20415

IN REPLY PLEASE REFER TO

MAY 16 1973

YOUR REFERENCE

DIRECTORS OF PERSONNEL

In planning the Executive Seminar Center program for Fiscal Year 1974, several changes were made to respond directly to the increased emphasis on management and executive development in the Federal Service.

A new brochure was published to more clearly define the role and objectives of the Executive Seminar Centers and the major content of the seminars. Also, several seminars were retitled and two seminars -- "Dynamics of Public Policy" and "Public Policy Formulation" -- were merged into a single new seminar entitled "Administration of Public Policy". Finally, adjustments were made in the scheduling of seminars to meet agency requirements as reflected by last year's requests. Three seminars -- "Administration of Public Policy", "Public Program Management", and "Management of Organizations" -- comprised forty of the fifty-eight sessions originally scheduled for Fiscal Year 1974.

We have received agency requests for these seminars, however, which greatly exceed the capacity of the forty sessions scheduled. Requests for 2,665 spaces were received for next year's program, of which over 1,900 were for these three seminars alone. Demand for the "Management of Organizations" seminar is very heavy.

To meet the increased demand, we plan to stretch the Executive Seminar Center schedule next year. The expanded schedule will add six seminars -- two more at each of the three Centers -- for a total of sixty-four seminars in Fiscal Year 1974. This change will accommodate over 200 additional participants. Six additional sessions of "Management of Organizations" will be added to meet the heavy agency demand for this seminar.

Attached is a revised schedule of the seminars at each of the three Centers based on initial requests. We believe this schedule is firm, but it is possible that other minor adjustments may be necessary as the spaces are allocated. The original dates and titles of fourteen of the twenty-two seminar periods scheduled will remain unchanged and the remaining dates will change by no more than one week. Furthermore,

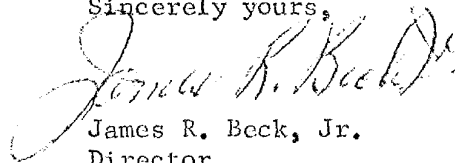
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there are no changes whatsoever in the original dates or titles of the first seven seminar periods scheduled through October 8-19, 1973. This should provide sufficient lead-time so that agencies will have minimum difficulty adjusting their requests to the new schedule. Seminar periods for which the dates were changed are identified by an asterisk on the schedule.

The revised schedule will greatly increase our ability to meet your needs for managerial and executive training and will result in drum-tight utilization of our limited Executive Seminar Center facilities. Therefore, we would appreciate your discussing the changes with your training staff and urging their cooperation in making the necessary adjustments.

We will begin contacting the participating agencies within a few days to work toward confirming their Executive Seminar Center spaces for the FY 1974 program year.

Sincerely yours,



James R. Beck, Jr.
Director
Bureau of Training

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